

Mailing Address

Md. Hasibur Rahman
vii: Brishalikh, Post: Bera
PS: Bera, Dist: Pabna,
Bangladesh.
Cell : 01625852543
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Resume

of



MD. HASIBUR RAHMAN

Career objectives

To work for an organization that has long term vision, established values and defined goals, would like to utilize my knowledge and skill in best possible ways. Also, would like to enhance my efficiency, understanding and capabilities all the time.

Have a vision to achieve leadership in my field through perseverance and diligence.

Career Summary

I Worked for many reputed companies and earned enough Knowledge in the field of your given post. I think I am the most eligible candidate for your given post.

Experience Details

M/S. Proud Textile : Work as an Admin & Compliance officer since 1 January, 2024 to 2025

Duties/Responsibilities:

HR & Admin Responsibilities issues as follow:

- Develop and execute recruiting plans.
- To comply manpower hiring, selecting, evaluating and recruitment.
- To arrange interview for the recruiting and hiring process.
- Support the development and implementation of HR initiatives.
- Check all kind of document for appointment new employees.
- Employees personal file update regularly.
- Employees Leave adjust & issue showcases for long absent.
- To find out the non-compliance issues by the daily monitoring.
- Ensure a clean safe and secure office environment as per company rules and policy.
- Security post monitoring & Bill Check.
- Ensure Workers safety, Health, Hygiene.
- Assess the requirement of various personal protective equipment (PPE).
- Ensure Hygiene canteen facility for all.
- All kind of Administration task follow-up. Transportation services follow up. Canteen Management and Others Tasks by Department Head.
- To find out the non-compliance issues by the daily monitoring.
- To monitor logistic Support and Performing operational admin activities.

Educational Qualification

BA (Degree):

Obtained - **G.P.A – 2.69** (Out of 4.00)
Passing year- 2020
Bera College Pabna.
National University

HSC (Commerce):

Obtained **G.P.A- 3.67** (Out of 5.00)
Passing year-2017
Bera College, Pabna.
Rajshahi Board

SSC (Commerce): Obtained **G.P.A- 4.33** (Out of 5.00)
Passing year-2015
Bera B.B Pilot High School, Pabna.
Rajshahi Board

Computer Literacy

Microsoft Office Packages: Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet Browsing & E-mail correspondences etc.

Language Proficiency

Good command reading, writing, listening and speaking to Bengali & English reading, writing, listening, speaking medium.

Others Qualification

- Adoption ability with any situation.
- Hard working habit, self-driven and change oriented.
- Sharp sense of social responsibility.
- Strong communication and interpersonal skill.

Area of Interest

- Watching Television
- Playing Cricket
- Reading books
- Traveling and site seeing
- Keeping myself update as to what's happening around the world

Personal Details

Name : Md. Hasibur Rahman
Father's Name : Late. Rezaul Karim
Mother's Name : Most. Fatema Begum
Date of birth : 08/ 07/1999
Marital status : Unmarried
National Id No : 5554551670.
Blood Group : O (+)
Religion : Islam
Nationality : Bangladesh

Permanent Address

Viiil: Bishakha, Post: Bera
PS: Bera, Dist.: Pabna, Bangladesh.

I Do Hereby Declare That All Information Presented in This Resume Is Correct to The Best of My Knowledge.

Signature:

A handwritten signature in black ink, appearing to read "Haji B", is written over a black rectangular redaction box.

Date: